Kevin C. Walsh, CPA
Galveston County Treasurer
722 Moody, 4th Floor, Galveston, Texas 77550
Telephone: (409) 770-5395

COUNTY OF GALVESTON

2013 BI-WEEKLY PAYROLL SCHEDULE

Listed below is the payroll schedule for the year 2013. In order to assure the preparation of checks, timesheets should be submitted in accordance with the schedule below. The timesheets shall be delivered to the Payroll Section of the County Treasurer's Office no later than 12:00 p.m. *Early Payrolls are due by 10:00a.m.*

Paychecks cannot be guaranteed to those who do not meet the Timesheet Due Date deadline.

Payroll checks will be prepared on a biweekly basis and will cover the days as shown on the Work Period Covered column. Checks are to be distributed as indicated on the Payday column.

PAY PERIOD	WORK PERIOD COVERED	TIMESHEET DUE DATE	PAY DAY
1	12/20/2012-01/02/2013	01/03/13	01/09/13
2	01/03/2013-01/16/2013	01/17/13	01/23/13
3	01/17/2013-01/30/2013	01/31/13	02/06/13
4	01/31/2013-02/13/2013	02/14/13	02/20/13
5	02/14/2013-02/27/2013	02/28/13	03/06/13
6	02/28/2013-03/13/2013	03/14/13	03/20/13
7	03/14/2013-03/27/2013	**03/26/2013**	04/03/13
8	03/28/2013-04/10/2013	04/11/13	04/17/13
9	04/11/2013-04/24/2013	04/25/13	05/01/13
10	04/25/2013-05/08/2013	05/09/13	05/15/13
11	05/09/2013-05/22/2013	05/23/13	05/29/13
12	05/23/2013-06/05/2013	06/06/13	06/12/13
13	06/06/2013-06/19/2013	06/20/13	06/26/13
14	06/20/2013-07/03/2013	**07/02/2013**	07/10/13
15	07/04/2013-07/17/2013	07/18/13	07/24/13
16	07/18/2013-07/31/2013	08/01/13	08/07/13
17	08/01/2013-08/14/2013	08/15/13	08/21/13
18	08/15/2013-08/28/2013	08/29/13	09/04/13
19	08/29/2013-09/11/2013	09/12/13	09/18/13
20	09/12/2013-09/25/2013	09/26/13	10/02/13
21	09/26/2013-10/09/2013	10/10/13	10/16/13
22	10/10/2013-10/23/2013	10/24/13	10/30/13
23	10/24/2013-11/06/2013	11/07/13	11/13/13
24	11/07/2013-11/20/2013	11/21/13	11/27/13
25	11/21/2013-12/04/2013	12/05/13	12/11/13
26	12/05/2013-12/18/2013	**12/17/2013**	**12/24/2013**

Denotes an early Time Sheet Due Date